



ABOUT SURREY FA



Founded in 1890, Surrey FA has a rich history with the beautiful game. Today, Surrey FA is one of the leading County FA's in the country and is a not-for-profit organisation with charitable status. This is an exciting time for us as we continue to transform our services and set about developing our new long-term strategy to 2030.

Surrey FA supports over 3,000 teams and 60,000 players, over 1,000 referees, and 5,000 coaches. We have a network of County Members providing expertise and diversity of voice to our Working Groups, a diverse and committed Board of Trustees, and 28 staff working across 15 Local Authorities. Surrey FA was also the first CFA to achieve Intermediate Equality Standard.

WHAT IS IT LIKE TO WORK FOR US?

Surrey FA is a great place to work. We are proud of our positive culture, staff well-being, and team working. We are collaborative. We support each other. The person is as important to us as the skills you can bring.

We value the benefits of partnership working to deliver better outcomes. And we are all passionate and committed to grassroots football and changing lives across our community.

We offer flexible working hours, a benefits programme designed by our staff and you'll be based in our newly built offices at Meadowbank Football Ground, overlooking the Surrey Hills in Dorking, Surrey.

www.surreyfa.com



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JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Football Services Administrator (Discipline & Competitions)
REPORTS TO	Head of Discipline & Governance

JOB PURPOSE(S)

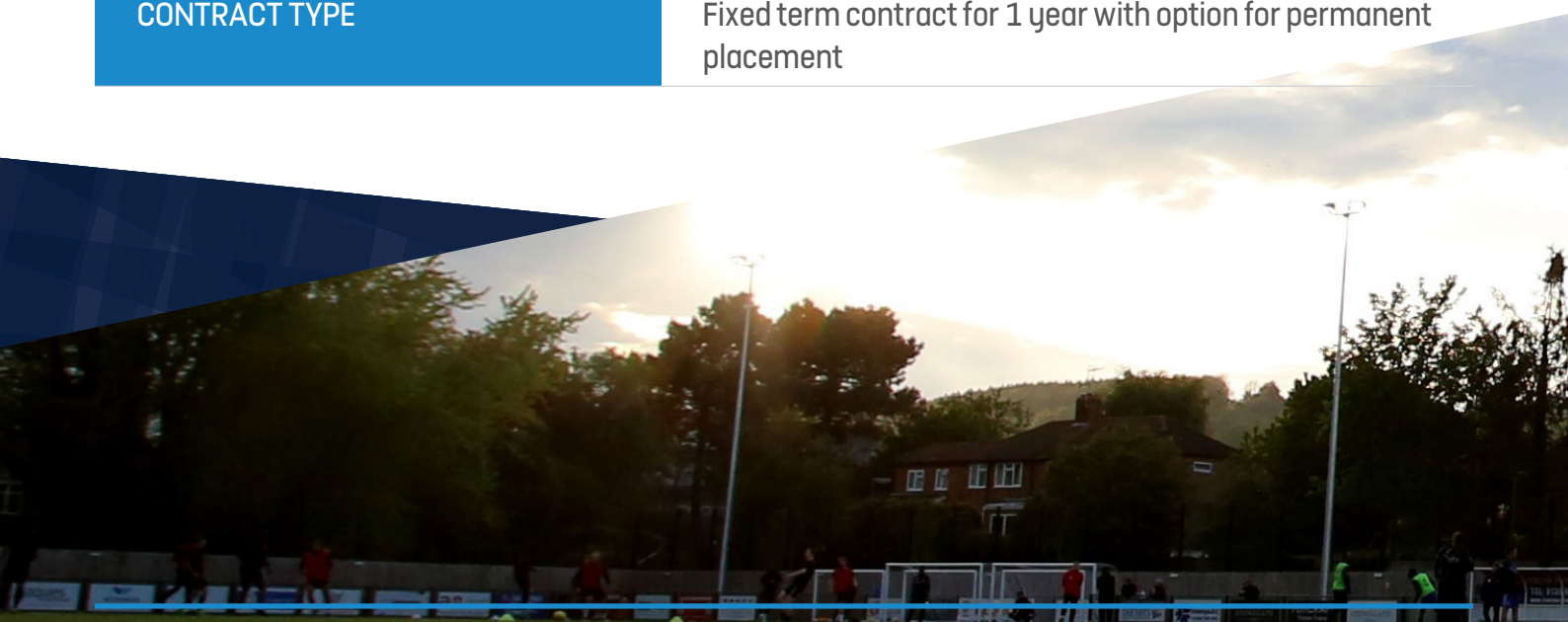
- Offer support to the football services department and Surrey FA as required by the business.
- Administer key discipline processes including commission hearings, fines and referee reports.
- To support the adoption of FA technology systems across grassroots football.
- To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.

DIRECT REPORTS	None
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LOCATION	Surrey FA HQ, Meadowbank, Dorking – with option for remote working
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WORKING HOURS	35 hours per week plus evenings & weekends as required by business needs.
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CONTRACT TYPE	Fixed term contract for 1 year with option for permanent placement
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RESPONSIBILITIES

- Provide support to football services department as and when required (affiliation, county cups etc.).
- Provide support to grassroots clubs, leagues and volunteers as required.
- Promote and advocate use of FA grassroots technology (Player Registration, Full-Time & Matchday).
- Complete the administration and organisation of commission hearings, including recruitment and training of panel members.
- Act as a discipline commission secretary when required.
- Support Surrey FA with its safeguarding commitments including safeguarding visits.
- Support club and league secretaries with the discipline process and provide regulatory updates where necessary.
- Support the affiliation of clubs and ensure safeguarding requirements are met.
- Provide the highest level of customer excellence to support volunteers
- Ensure that grassroots football is inclusive, diverse and reflective of local communities.
- Assist with the administration of County Cup competitions.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Surrey FA and grassroots football.





PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Educated at A-Level or Equivalent

Desirable

- A qualification in business administration.

SKILLS

Essential

- Ability to work independently as well as a member of a team.
- Ability to work to deadlines.
- Ability to handle and administer confidential and sensitive information.
- Be an excellent communicator.
- Extensive knowledge of using Microsoft excel, word and email.
- Knowledge of regulatory and judicial practices.

Desirable

- Knowledge of the whole game system and/ or other football administration systems.
- Knowledge of the structure and organisations within football.
- Experience of working in grassroots football.
- Knowledge of The FA rules and regulations.

ENHANCED DBS CHECK REQUIRED?

YES

CLEAN, FULL DRIVING LICENCE?

YES (Licence not mandatory)